

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ROADSIDE DEVELOPMENT SPEC 3

DEFINITION

Under general supervision, provides professional guidance in the development and execution of roadside development programs and plans; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

Reviews roadside development project letting schedules by identifying paving construction completion dates and applying other projected roadside development letting and tentative benchmark construction dates.

Coordinates project field reviews during planning and construction phases and periodically thereafter to ensure conformance to specifications, identify potential or existing erosion problems, inspect work for safety and adherence to design, provide specification interpretation or technical information and recommendations to construction crews or engineers.

Directs the development of design plans, special drawings, sketches and specifications for roadside development projects by assigning projects, coordinating the work of subordinates and production schedules with other local and state departments.

Reviews right of way plans and parcels in order to obtain information and make recommendations pertaining to the appropriate usage of excess right of way acquisition or additional right of way required adjacent to the highway and methods of land acquisition.

Reviews landscape and erosion control special provisions prepared by subordinates and directs the review of shop drawings in order to ensure adherence to design concept and specifications and appropriate usage of safety, economic, utility and aesthetic criteria.

Communicates with engineers, inspectors and others in related departments or state and federal agencies and contractors in order to interpret plans or guidelines, coordinate project schedules, recommend requirements for proposed projects, obtain or provide information, or solve problems through discussion on the phone or in person and through letters, reports or memos.

Develops and conducts roadside development seminars in order to promote increased knowledge of landscaping, erosion control, planting and plant maintenance procedures among state and federal agencies, civic organizations and other public groups.

COMPETENCIES REQUIRED

Knowledge of the development process of a complete set of plans and special provisions including preparing designs, utilizing standard specifications, writing instructions or notes and tabulating data in chart form.

Knowledge of the format, contents, availability and use of plans and various reference materials such as manuals, catalogs and project files including appropriate lettering styles, widths and sizes required for use on plans.

Knowledge of the proper use and care of various assigned drafting instruments and equipment including pencils, drafting pens, curves, planimeters, triangles, engineers' and architects' scales, and etc.

Knowledge of the characteristics, use and care of various plants, soils and related materials used in landscape design and erosion control projects.

Knowledge of the capabilities and limitations of reproduction and projection equipment used to reduce/enlarge or copy materials related to plan development or presentation of visual aids.

Knowledge of state and federal guidelines or regulations and the accepted contemporary principles, practices, techniques and costs related to roadside development, construction, landscape design and erosion control.

Knowledge of environmental impact on the development of roadside areas and the effect of erosion and pollution control practices.

Ability to read and understand the terminology and symbols used in plans and parcels in order to interpret data and information for use in designing construction plans.

Ability to plan work, establish priorities, analyze data, and make logical decisions and recommendations.

Ability to travel to project sites in order to perform field examinations.

Ability to legibly print numbers and letters and accurately draw curves and lines.

Ability to detect errors, discrepancies and omissions through examination or observation of detailed drawings, calculations, tabulations, notes and completed work in order to assure that charts, plans and construction project steps are completed accurately.

Ability to perform mathematical calculations including geometry and arithmetic manually or with the aid of a calculator.

Ability to accurately transfer information in numerical, written or sketched form from sources such as survey notes or preliminary plan sheets to final plans.

Ability to file and retrieve project related information using both numerical and alphabetical file systems according to prescribed standards.

Ability to visualize and illustrate a concept or aesthetic landscape design in one, two or three dimensions.

Ability to schedule, assign work or give guidance to staff through oral and written instruction or demonstration.

Ability to effectively communicate with others both orally and in writing, to resolve differences, make recommendations, convey ideas and provide technical information.

Ability to identify appropriate plants, soils and related materials for use in erosion control and landscape projects.

Ability to identify environmental problems and analyze characteristics of the existing topography, soil and vegetation peculiar to a potential or existing project area in order to determine the most appropriate techniques and materials to use in project development.

Ability to perform the essential functions of the job as documented in the position description questionnaire.

Skill in the use and care of assigned drafting instruments and equipment to draw curves and lines accurately.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from accredited four year college or university with major course work in agronomy or landscape architecture, and the equivalent of five years of full-time experience in agronomics or landscape design three years of which must have been in professional roadside development work;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of three years of full-time experience as a Roadside Development Specialist 2 shall be considered as qualified.

Effective Date: 6-94 DK